Short-writing,

The most Easie, Exact, Lineal, and Speedy METHOD that hath ever been Obtained, or Taught.

Composed by

THEOPHILUS METCALFE,

Author and Professor of the said

ART.

The Last Edition.

With a New Table for shortning of Words.

Which Book is able to make the Practitioner perfect without a Teacher.

As many Hundreds in this City, and elsewhere, that are able to write Sermons word for word, can from their own Experience Testifie.

LONDON, Printed for, and are to be sold by *John Hancock* at the first Shop in *Popes-Head-Alley* in *Cornhil*, at the sign of the three Bibles, or at his Shop in *Bishops-Gate-Street*, near great St. *Hellens*, over against *Gresham-Colledg*. 1669.

The Lords Prayer

787 b. 82

Cæsar was praisd for his Dexterity
In Feates of Warr, and Martiall Chevalry:
And no less famous art thou for thy skill
In Nimble turning of thy Silver-quill;
Which with the preachers mouth houldsequall pace
And swiftly glides along untill the race
Of his discourse be run, so that I thinke
His words breath'd from his Mouth are turn'd to Inke

J. B.

SHORT

[illegible]

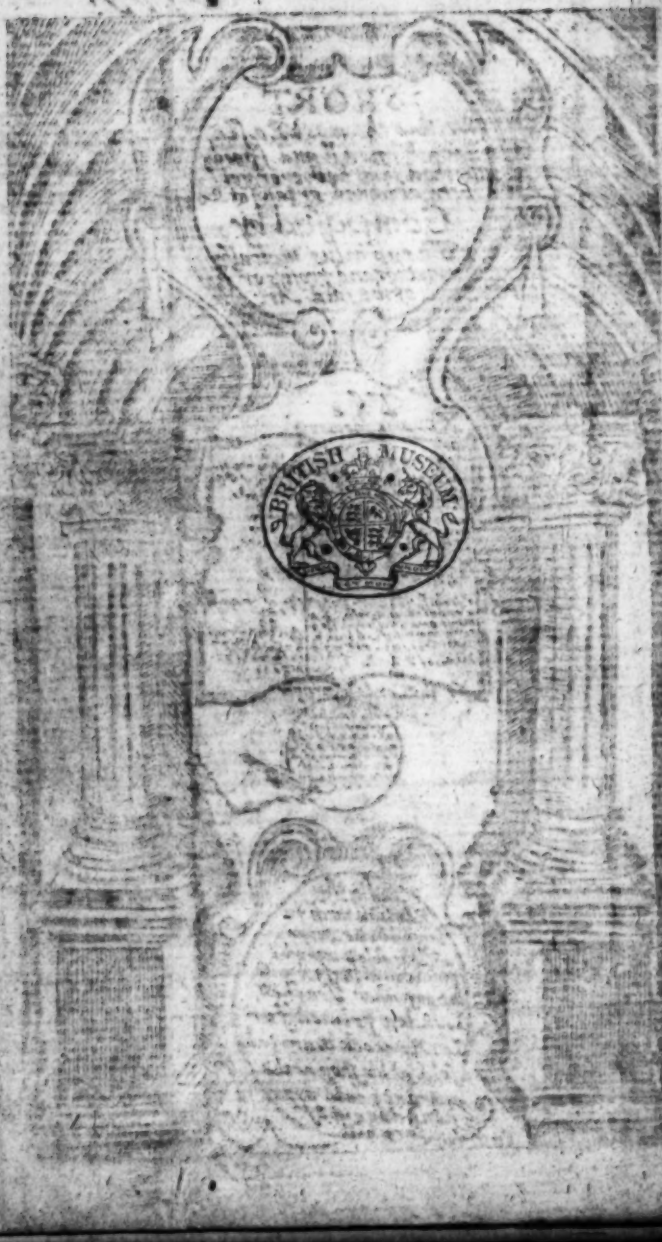
Composed by

Theophilus [illegible]

[illegible]

The

[illegible]


BRITISH MUSEUM

Short-writing,

The most Easie, Exact, Lineal, and Speedy METHOD that hath ever been Obtained, or Taught.

Composed by

THEOPHILUS METCALFE,

Author and Professor of the said ART.

The Last Edition.

With a New Table for shortning of Words.

Which Book is able to make the Practitioner perfect without a Teacher.

As many Hundreds in this City, and elsewhere, that are able to write Sermons word for word, can from their own Experience Testifie.

LONDON, Printed for, and are to be sold by *John Hancock* at the first Shop in *Popes-Head-Alley* in *Cornhil*, at the sign of the three Bibles, or at his Shop in *Bishops-Gate-Street*, near great *St. Hellens*, over against *Gresham-Colledg*. 1669.

TO THE READER.

Courteous Reader,

AS it is the property of my professed Art to comprize many things within the limits of a narrow circle, so I hold it a point of wisdom, without circumlocution or idle multiplication of words to express a mans intent and meaning. Solomons Proverbs are therefore called sweet, because short; and admired of all, because under a little husk is contain'd a large kernel. The Art and knowledge of man riseth by degrees, and many times by reason of our ignorance of a more compendious method, we run a great way about, and perhaps with much anxiety and trouble of mind, we are at the last directed thither by the bow, whither we might have gon by the string. Every day brings out some new invention or other, the bulk of every Art and Science encreaseth with the times, only this art of Radio-Stenography, is grasped within so small a girdle, and so succinctly trussed up, that upon the least diminution, which is scarce to be supposed, an annihilation should seem to follow. There are many things which commend this Art, as that

it hath attained its Perfection, whereas other Arts expiate, and extend themselves beyond all compass of mans brain. Again, we must not suppose it to be some upstart or new coyned Art, for it is as ancient as Homer *himself, whose* Iliads *we reade to be comprized in the shell of a Nut. I dare say no more, least I should not seem to comply with my faculty; and therefore Gentle Reader, all that I desire is, to have your approbation after your probation, and censure after trial. Thus hoping to enjoy both, I rest, ready prest, to afford you what furtherance I can.*

Theophilus Metcalfe.

The Stationer to the Reader.

GEntle Reader, Though I know divers I have learned in two or three days time by this *Book* only, yet if need require for thy more speedy attaining to perfection in this Art, there is published a *Schoolmaster*, explaining all the Rules thereof, to the weakest capacity; Also a new *Copy-book* of several hands, *viz.* *Secretary*, *Roman*, *Italian*, *Running*, *and Text-hand*: sold by *John Hancock* at his shop in *Bishops-gate-street*, at *Great St. Hellens Gate*.

CHAP. I.

Of the Excellent use of this avoidable Art of RADIO-STENOGRAPHY.

AS Practice brings Perfection in all Arts and Sciences, so being once perfect in this Art, you shall with little use retain the same still in memory, during your life. Your memory shall be much helped and preserved, the pains of your most usual studies greatly extenuated thereby. By the said Art, you may be able to take any Sermons or speech, being treatably spoken, word for word, as many hundred men and women in this City of *London*, which have learned only by the Book, worthily manifest. It is useful for Ambassadors, Messengers and Travellers, for the ready and speedy description of Places, Manners, Customs, Policies and Government of each Nation. It serveth for each other use, which I leave to those who can better judge of the best and most profitable uses hereof.

Now considering what singular benefit you shall enjoy hereby, let me request you not to fear your own imbecility nor weakness of your capacity for the attain-

ing of mature perfection in this Art, by this book alone without any other teacher For first, the rules are few, pertinent, plain, and easie, teaching the meaneſt capacity. Secondly, you have examples alſo ſuitable to every rule, ſo there can be no miſtake. Thirdly, the rules of the book are placed in order as you muſt learn them.

Before you proceed any further, you may be pleaſed to obſerve, that in this Art you have the ſound of every word, rather then the true orthography thereof, ſo that many times letters, yea whole ſyllables may be left out of ſome word, yet ſufficient ſound remaining ſtill to expreſs the ſame; Examples you have hereof in the fourth Chapter of this Book.

Take this advice before you enter on it, when you have learned the Alphabet of letters well, and the other rules for joyning, and have attained to an underſtanding in this Art, I ſay ſtrive not ſo much to write it ſwiftly, as exactly, that all you write may be according to the rules of the book, which muſt be learned in order firſt, and then you will be able to read what you have written with facility. Thus uſe will make you perfect, and ſwiftneſs will follow after; the more you practice the more you will gain experience.

The Letters of the Alphabet

A	a	h	h	p	p	v	v
b	b	i	i	q	q	w	w
c	c	j	j	r	r	x	x
d	d	k	k	s	s	y	y
e	e	l	l	t	t	z	z
f	f	m	m	u	u	&c	-
g	g	n	n				
		o	o				

Double Letters to begin wordes

bl	bl	fl	fl	pl	pl	sm	sm
br	br	fr	fr	pr	pr	sn	sn
cl	cl	gl	gl	sh	sh	sp	sp
cr	cr	gr	gr	sk	sk	st	st
dr	dr	kn	kn	sl	sl	str	str
dw	dw					sw	sw

Double Letters to end wordes

ld	ld	lt	lt	nf	nf	rm	rm
lk	lk	mp	mp	nt	nt	rp	rp
lm	lm	mpl	mpl	rd	rd	rs	rs
ln	ln	nd	nd	rk	rk	rt	rt
lp	lp	ng	ng	rl	rl	sh	sh
ls	ls	nk	nk	rm	rm	tr	tr

CHAP. II.

Of the Alphabetical Characters, which do represent the Alphabet of our English Letters: And these must be got perfectly by heart, before you proceed any further.

THere are two Characters for *p*, two for *s*, the first to begin words, the latter to end words.

Observe this Rule for the joyning of the Letters aforesaid. These *Characters* are extracted from the Alphabet of letters and are made after this manner, by joyning two *Characters* together: As for example, suppose you have a word to begin with *bl*, to include these two *Characters* in one, you must do it thus, first write down the *Character b* thus ( ) then from thence where you took off your Pen, joyn the *Character l*, which is the next letter thus ( ) and so you have a *Character* for *bl*; and so after the same manner you are to make from the Alphabet all other *Characters*, by uniting together those that are for the begining and ending of words.

CHAP. III.

SHeweth the places of certain Vowels in this Art, where you muſt only uſe five places for the Vowels, according to the number of them, and they be thus diſpoſed.

By theſe examples you may ſee, that *a* is a bove, *e* is the equal top, *i* is in the midle, *o* is the equal foot, *u* is underneath your letter, and ſo place them about all the reſt of your letters, as you ſee the examples above written.

This third chapter containeth the chiefeſt Rule in all the Art, therefore let the learner be careful to obſerve it well; for this of the Vowels places being rightly underſtood the other Rules may be learned with eaſe. Be not diſcouraged though at the firſt it ſeem difficult; ſome young beginners have been ſo unwiſe as to caſt the Book away, becauſe they could not preſently apprehend all at the firſt reading; when as many hundreds having ſtuck to it, have ſpeedily attained it, and counted their time well ſpent.

CHAP.

CHAP. IV.

SHeweth the use of the Vowels thus placed. First if any of these five Vowels begin a word, the very letter of the Vowel must be expressed, as in these words following.

a		*e*		*i*		*o*		*u*	
	am		*eke*		*ile*		*on*		*urge*
	at	1	*eye*		*vie*		*or*		*utter*

*S*econdly, when a Vowel cometh in the middle of a word, then remember that you place the next letter that cometh after it in the place of the former Vowel; as for Example, to write *back*, first set down your *b*, thus ( ) now the next letter after *b*, is your vowel *a*, now note, that the place of *a* is just over the letter *b*, and in that place write your letter following, which is *k* thus ( ) *back*. To write *bait*, first make your *b*, thus ( ) now the next letter after *b*, is the Vowel *a*, now the place of *a* is the top of the Character *b*, and in that place write the letter following, which is *t*, thus ( ) *bait*, to this end observe your examples following in the next leaf.

A Table of Examples for ſhortning of words.

MAny times letters and whole ſyllables may be left out, & yet ſufficient ſound remaining to expreſs the word by.

For *Abraham* write *Abram*, for *vehement* write *vement*, for *daughter* write *dater*, for *laughter* write *later*, for *might* write *mite*, for *naught* write *naut*, for *Burrough* write *Buro*, for *thurough* write *thuro*, for *liberal* write *libral*, for *alteration* write *altration*, for *beautified* write *beautifid*, for *myſtery* write *myſtry*, for *arm* write *rm*, for *ergu* write *rgu*, for *arbor* write *rbor*, &c. Many more might be added, but theſe I judge ſufficient to direct the ingenious Learners

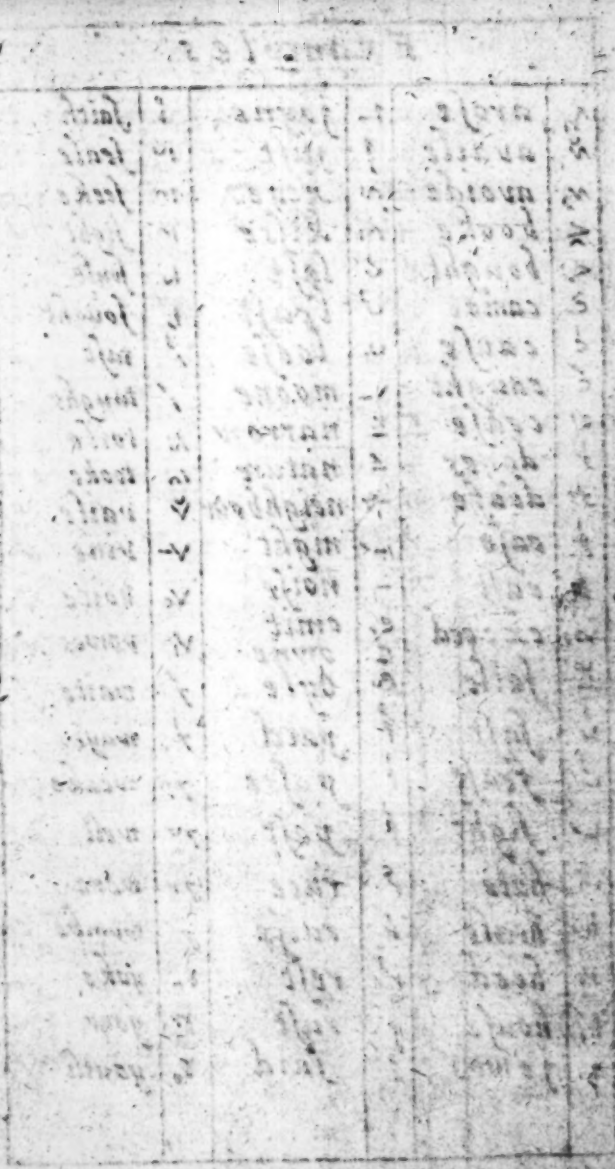
Note alſo, That when E comes before X it may be always left out; as for example, for *explaine* write *xplain*, for *examine* write *xamin*, and the like.

When any double Letters come together, as *ff*, *ll*, *mm*, leave out one of them:

For { *Affable* / *Allow* / *Command* } write { *Afable.* / *Alow.* / *Comand.* }

And always inſtead of *ph*, write *f*, as in *fiſick*, *fariſe*, *filoſofie*.

The



aroſe		joyne		ſaith	
availe		juſt		ſeale	
avoide		keyes		ſeeke	
booke		kiſſe		ſight	
bought		laſt		ſoule	
came		leaſt		ſought	
cauſe		looſe		taſt	
caught		moone		taught	
ceaſe		narrow		toile	
dayes		nature		tooke	
deafe		neighbour		vaile	
eaſe		night		vine	
eaſt		noiſe		voice	
exceed		omit		vowes	
faile		owne		waite	
faſt		Oyle		wayes	
feaſt		paid		weake	
fight		paſſe		well	
hate		paſt		were	
heale		race		wombe	
heed		raiſe		yoke	
houſe		reſt		your	
jewes		ruſt		youth	
		ſaid			

Thirdly when a double consonant begins a word then let the vowell be placed about the last letter as for example to write (blame) set your double letter downe thus (<) and then your vowell being (a) write (in) in the place of it thus (<) to write blacke set downe your (bl) thus (<) and then your vowell being (a) write (k) in the place of it thus (<) to this end observe these examples following

[illegible]	blood	[illegible]	knees	[illegible]	spake
[illegible]	blot	[illegible]	please	[illegible]	sparrow
[illegible]	bright	[illegible]	plucke	[illegible]	spouse
[illegible]	brought	[illegible]	praise	[illegible]	spoile
[illegible]	cleare	[illegible]	prayer	[illegible]	spread
[illegible]	cloth	[illegible]	pride	[illegible]	steale
[illegible]	crowne	[illegible]	shadow	[illegible]	still
[illegible]	draught	[illegible]	shame	[illegible]	stocke
[illegible]	flame	[illegible]	slame	[illegible]	store
[illegible]	flocke	[illegible]	schoole	[illegible]	straite
[illegible]	fraud	[illegible]	skin	[illegible]	swallow
[illegible]	fright	[illegible]	small	[illegible]	sweet
[illegible]	glass	[illegible]	smell	[illegible]	tread
[illegible]	greife	[illegible]	snare	[illegible]	trees

Fourthly observe when a word begins with a single letter and ends with a double letter then place your double letter in that vowells place that most sounds the word as for example to write build set your single letter (b) downe thus (<) then your vowell being (i) write (ld) in the place of (i) thus (<) to write (feild) set downe your (f) thus (<) then write (ld) in the place of (e) thus (<) feild to this end observe the examples following

	balme		*hurt*		*silke*
	better		*pearle*		*songe*
	bond		*point*		*storme*
	built		*scorne*		*torne*
	could		*short*		*water*
	faint				

Fiftly observe if one letter (or) two letters begin a word and those words end with a vowell, then put a pricke in that vowells place to expresse the word as for example to write (by) set downe your (b) thus (–) then put a pricke in the place of (y) thus (–.) (by) to write blow set downe your double letter (bl) thus (–) then put a period in the place of (o) thus (–.) (blow) to this end observe the examples following

	few		*to*		*slough*
	foe		*way*		*pray*
	high		*woe*		*shee*
	jaw		*clay*		*shew*
	jew		*cry*		*skie*
	joy		*draw*		*slay*
	key		*dry*		*snow*
	nigh		*fly*		*spue*
	noe		*free*		*stay*
	now		*gnaw*		*straw*
	say		*grow*		*true*
	see		*knee*		*try*
	soe		*know*		

Sixthly observe that sometymes sillables may be left out of some wordes, yet suffitient sound remaining still to expresse the same as for example

	daughter		laughter		slaughter

Seaventhly, note that when a period is put within the circumference or middle of a word it signifieth (son) as these for instruction

	comparison		poison		season
	lesson		prison		treason
	person		reason		venison

Eightly observe this rule, that when a word ends with (s) then put a period behind it to expresse the plurall number as for example

	bones		eyes		nurse
	debts		frogs		rites
	else		goats		taras

Ninthly when words end with (ed) then put (d) in the (e) place of the former letter as in these examples and the like/

	arrayed		ioyned		robbed
	boved		neighed		vowed
	clouted		noysed		vsed

Tenthly observe that if two vowells come together in a word and both of them of necessity must be expyst then expresse them thus as in these examples

	fowell		jewell		poet
	fower		lewer		riot
	hewer		lyon		vowell

Eleventhly note that when a word ends with (ifie) put a period in the place of (i) as in these examples

[illegible]	damnifie	[illegible]	iustifie	[illegible]	rectifie
[illegible]	edifie	[illegible]	magnifie	[illegible]	terrifie
[illegible]	fortifie	[illegible]	pacifie	[illegible]	villifie

Twelfly note that when a word ends with (tive) then put a period in the (i) place of (t) thus (ı) as in these examples

[illegible]	active	[illegible]	captiue	[illegible]	native
[illegible]	affirmative	[illegible]	motive	[illegible]	primitive

Thirteenth to acquaint you with this rule concerning (qu) you shall vnderstand they are never disioyned but evermore lincked together as you may see in these exsamples following (quaile) (qualitie) (queene) (question) (quicken)

Fourteenth note that when a word endes with (est) (remember) that you write (st) in the place of (e) as in these examples

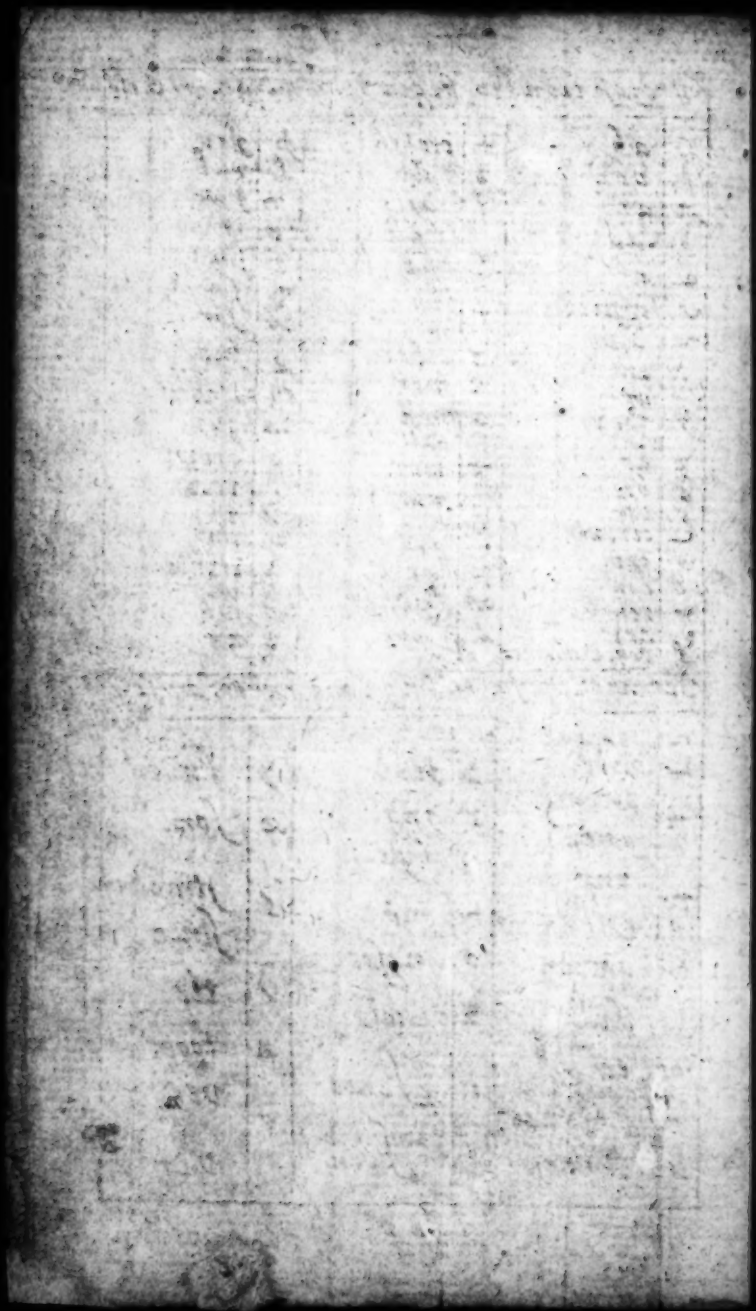
[illegible]	fittest	[illegible]	meetest	[illegible]	reedest
[illegible]	meanest	[illegible]	mockest	[illegible]	weepest

Prepositions to begin long wordes are these

	ab		crosse		pro
	ob		de		pub
	ac		diss		pur
	ad		fall		re
	af		full		satis
	afflict		im		sanct
	all		in		ser
	an		liber		sub
	ap		mer		suffice.
	ip		mess		sup
	as		miss		tempt
	be		more		test
	ch		par		th
	circum		per		thr
	com		part		trunce
	con		pract		vn
	count		pre		wh
	cor				wr
	coll, call.				

Terminations for ending long wordes are these

	able		ject		soever
	ance		jng		som
	ence		lye		
	ant		ment		struct
	ent		nesse		strue
	cation		ous		tie
	dure		serue		together
	eth		sion		vert
	ference				ver
	fullnesse				



CHAP. V.

Of the Prepoſitions and Terminations for long words.

THeſe *Prepoſitions* and *Terminations* muſt be perfectly gotten by heart, having but ſmall dependance upon the letters of the Alphabet, being of much uſe in the writing of all long words, each of them ſtanding for a ſyllable, and ſome for more.

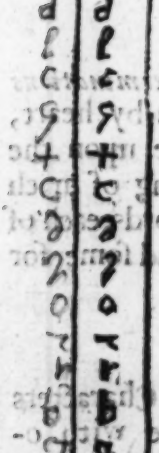
CHAP. VI.

SHeweth how to diſtinguiſh Characters that have ſome reſemblance with others: And here obſerve, both in your *Prepoſitions* and *Terminations* you ſhall find ſometimes, that one and the ſame Character may ſtand for two things.

As for Example.

There

There is the same Character for



be		And	believe
coll			call
cor			care
ch			child
croſſ			Chriſtian
con			concern
de			deliver
dure			drink
eth			hath
ence			hence
re			our
pro		And	proverb
ſanct			ſame
ſor			ſure
th			that
ther			there
tie			the
ing			thing
un			unto
ant ent	}		want went
wr			were
wh			which

All

All which may with facility be distinguished thus. When any of these standing alone by themselves, they are for whole words, but when they are joyn'd with any other letter, they are but a part; as for example, this Preposition *be*, when it standeth alone is *believe*; so the Preposition *col*, when it standeth alone is *call*, and so of the rest. All which is no hindrance, but rather a help unto the memory; for by remembring the one, the other cannot be forgotten.

CHAP. VII.

Of Directions for the joyning of words, which are to be drawn out of the former Prepositions and Terminations, observe these four Rules.

FIrst, set down your Prepositon which begins the word, then if one letter, or more, come next after, joyn that letter or letters where you took off your pen from your former Preposition, without removing your pen: then write your letter or letters following, in the place of that Vowel that most sounds the word. As for Example.

First,

First write your Prepoſition for *ab*, thus (⊤) the next letters following, being *ſt*, muſt be joyned to *ab*, thus (⊤̄) and then in the Vowels place which is *a*, write *n*, thus (⊤̄) *abſtain*.

To write *affirm*, firſt ſet your Prepoſition for *aff*, thus (⌒) then place your double letter *rm*, in the *i* place of *aff*, thus (⌒) *ffirm*.

Secondly, when your Prepoſition doth begin the words and end the words, then always joyn them together : As for example, to write *account*, ſet down your Prepoſition *ac*, thus (⊤) then where you are to take off your pen from *ac*, joyn *count* thus (⊤) without removing your pen. To write *appeare*, ſet down your prepoſition *ap*, thus (ꟾ) then where you are to take off your pen from *ap*, joyn your Prepoſition *per*, thus (ꟾ) without removing your pen.

Thirdly, Somtimes you have a Prepoſition to begin a word, and a Termination to end that word : As for example, to write *preſerve*, firſt ſet down your Prepoſition *pre*, thus (∠) when there is no Vowel between the Prepoſition and Termination, then obſerve it is a general Ruſe, that you always joyn them toge-

ther,

ther, without removing your pen, thus () *preſerve.*

To write *preſent*, ſet down your Preposition *pre*, thus ( ) then where you were to take off your pen, joyn your Termination *ſent*, thus ( )

Fourthly, if a Preposition or Termination begin a word, and there be neither to end it, then it muſt be ended with the letters of the Alphabet: As for example, to write *abſolve*, ſet down your *ab*, thus ( ) then joyn *ſ* to *ab*, thus ( ) then your Vowel being *o*, write *l* in the place of it, thus ( )

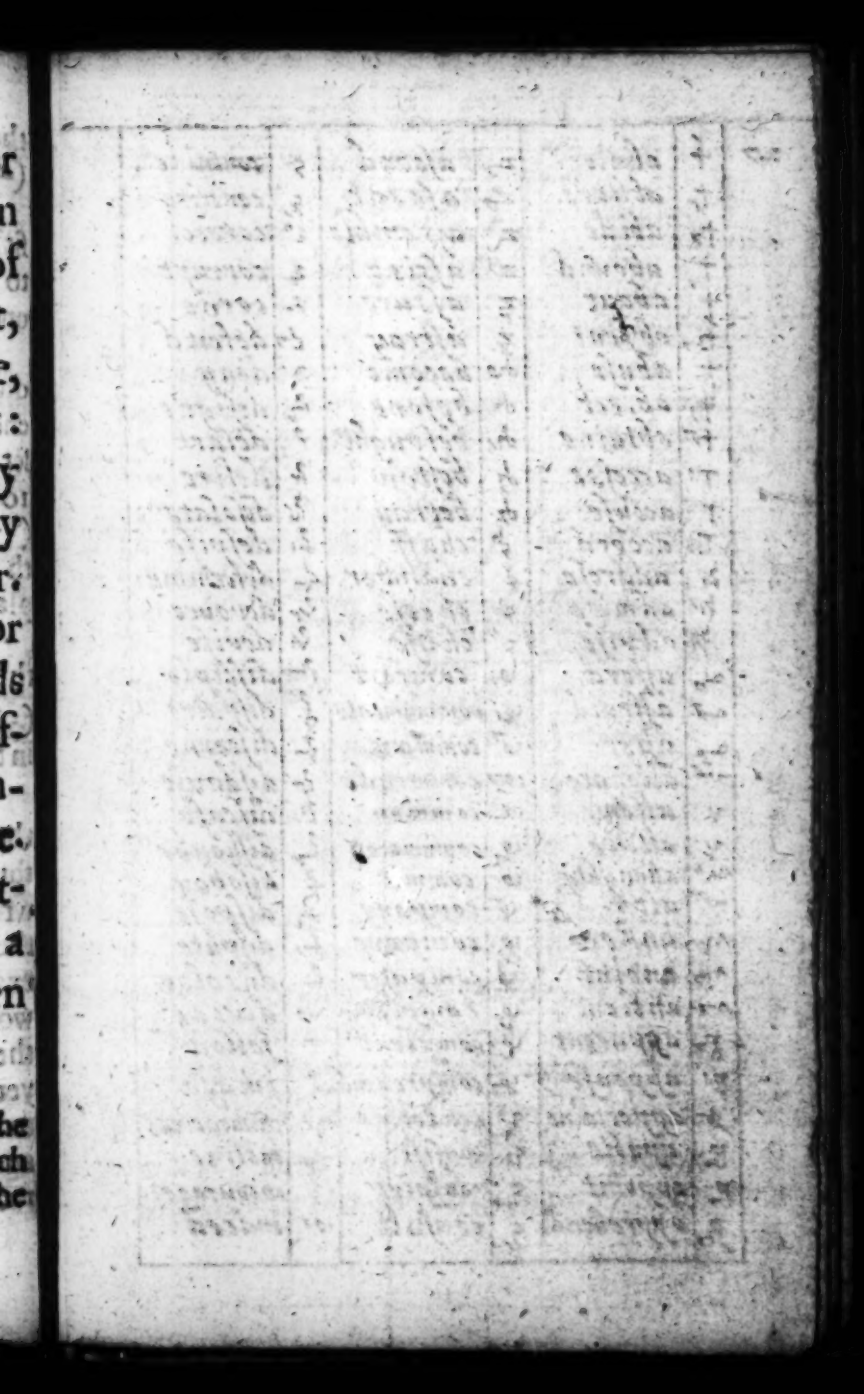
To write *admit*, firſt ſet down your *ad*, thus ( ) then joyn your *m* to *ad*, thus ( ) then your Vowel being *i*, write *t* in the place of it thus ( )

To write *affright*, firſt ſet down your *aff*, thus ( ) then joyn your *r* to your *aff* thus ( ) then in the *i* place of your *r* write *t*, thus ( ) So that by obſerveing theſe Rules exactly, if you had no other examples, you might be able to make any word which may be drawn or made out of the aforeſaid *Prepoſitions* and *Terminations*; yet for your more eaſie and ſpeedy attaining to it, I have drawn out the *Table* of examples following, and have exactly characterred them to your hands. You

YOu need not charge your memory with them in learning them, or any of the following Tables by heart, they are added forexample ſake, and more curioſity in this *Art*: For anyword may be writtenby the foregoing Rules,and is at thy own choice to learn any further.

Only let me ſay thus much for the *Alphabetical* Table of words of ſort in page 34. which are often in uſe,its worthy your learning,and but little trouble to memory,being drawn from the letters of the *Alphabet*, and in a ſhorter way then can be written by the Rules of the Book.

Such as learn this Art must write the Characters ſmaller then theſe which are cut in wood, for Example of the Learner.



abate		ascend		contuine	
abhore		ascent		contrite	
abide		assemble		correct	
abound		assist		corrupt	
about		assure		corne	
absent		astray		defend	
abuse		become		deny	
object		before		designe	
obtaine		besought		desart	
accesse		beston		desire	
accuse		betray		desolate	
accord		chaff		despise	
addresse		chamber		determine	
admire		cheefe		devoure	
advise		chuse		devise	
afford		comfort		disciple	
affraid		communicate		dissyaire	
after		commande		discerne	
alignate		commende		disdaine	
alleine		common		disease	
allure		communion		dishonor	
almighty		commit		disobay	
alist		company		dispose	
anker		compare		dispute	
anoint		compasse		dissolve	
antient		compsame		divide	
apparent		compleat		follow	
appease		comprehend		image	
appertaine		condemne		immoderate	
applie		consist		incline	
appoint		conspire		incourage	
apprehend		consult		indeed	

	indure		presume		these
	instruct		prevaile		then
	intreate		prevent		they
	invite		procure		this
	merrie		redeeme		those
	mercie		refuse		though
	miracle		release		thou
	moreover		remaine		thousand
	morrow		remit		thought
	morsell		repose		thrust
	mortall		resist		vnrightepus
	mourne		resolve		vnworthy
	message		restore		wheate
	misery		[illegible]		when
	pardon		[illegible]		[illegible]
	persevere		supper		while
	pertake		suppose		who
	preach		supreame		whom
	pretious		sorrow		whole
	predestinate		subject		wheredome
	prepare		sublime		why

This examples of wordes, which I have collected out of the former prepositions they need not to be learned by hart as many hundreds in this citty whom I have taught from theire owne experience can worthily manifest.

Chap: 8

Sheweth that you have sometymes these which I call prepositions to end wordes as well as to Begin wordes, and terminations to begin aswell as to end as example in these.

	abilitie		falsly		speech
	branch		much		such
	breath		naturall		treasure
	carefull		pleasure		vertue
	durance		guench		vsefull
	durable		search		watch

Chap: 9

Likewise if you ad your terminations to your former prepositions you may make any word that is to bee made out of them, but now some may say vnto me, how shall I doe it, I answere you may doe it by your former examples, yet for your better satisfaction herein I will instance in some few examples out of each of them so that by them you may bee able to make any word that possible may be drawne out from them examples followes

	favourable		reiect		consolation
	allowance		chambring		howsoever
	aliant		commonly		altogether
	fornication		impediment		authoritie
	sanctification		buisness		adversitie
	assendeth		jealous		savour
	carefullnesse		superstition		pervert
					ever

Chap. X

Of Abreviations of some of the examples of the former Tables.

Although these may be writ by the former rules: yet for the benefitt of those which have formerly learned this Art vnto I thought good to abreviate these few examples which follow in regard of the vsefullnes of them, being often and frequent in vse in every Sermon.

abreviate		circumstance		proceed	
accord		contrary		presume	
acquaint		deceive		profesie	
advance		declare		profitt	
advantage		distresse		prophet	
advocate		distribute		provide	
afterward		fulfill		provision	
alsoe		infinite		provoke	
alwayes		inward		propose	
alwaye		obedience		prosecute	
angell		obedient		protect	
ascribe		peradventure		protection	
beheld		perceive		propound	
behold		perfect		promise	
beloved		particular		pronounce	
children		prescribe		prophesie	
circumsise		prerogative		prodegall	
circumspect		profound		reprobate	

Chapter the xi

Of the vsuall hard names in scripture which are frequent and vsefull in syrie sermon they being exactly made by rule doe not much charge memory

Aaron	11	Jesse		Ebedmelech	
Aball	14	Jethro		Noah	
Ahithophel		Jezabell		Obededom	
Abner	12	Joseph		Onesimus	
Abraham	12	Josiah		Paul	
Absolon		Isaack		Pharaoh	
Adam	10	Judas		Pilat	
Beniamin	1	Korah		Priscilla	
Booze	1	Lyah		Rachell	
David	17	Lidda	11	Rahab	
Doeg	10	Martha		Rebeckah	
Elizabeth	16	Mary		Reuben	
Elias	9	Messiah		Sampson	
Ephraim	2	Meriam		Sanballat	
Esau	2	moab		Sarah	
Goliah	4	Mordecai		Saul	
Hagar	20	Moses		Shem	
Haman	1	Naaman		Solomon	
Hezekiah	8	naboth		Thamar	
Jacob	4	Nathan		Thomas	
Jehovah	2	Nathaniell		Vriah	

Chap. XII of the Names of the Bookes of the Old and New Testament

ᛋ	Genesis	ᛊᛁ	Isaiah	ᛉ	Luke
ᛊᛉ	Exodus	ᛁᛉ	Jeremiah	ᛁ	John
ᛊᛉ	Leviticus	ᛊ	Lamentations	ᛏ	Acts
ᛊ	Numbers	ᛉᛊ	Ezekell	ᛋ	Romans
ᛊ	Duteronomi	ᛊ	Daniell	ᛊ	Corinthians
ᛁᛁ	Joshua	ᛁᛁ	Hosea	ᛁᛁ	Galathians
ᛊ	Judges	ᛁᛉ	Joel	ᛊᛉ	Ephesians
ᛊ	Ruth	ᛊᛁ	Amos	ᛊᛊ	Philippians
ᛊᛉ	Samuell	ᛊᛊ	Obadiah	ᛊ	Colossians
ᛊ	Kings	ᛊᛊ	Jonah	ᛊᛊ	Thessalonians
ᛊᛉ	Chronicles	ᛊᛊ	Michah	ᛊ	Timotheus
ᛊᛉ	Ezra	ᛊ	Nahum	ᛊᛉ	Titus
ᛊᛉ	Nehemiah	ᛊ	Habakuk	ᛊᛉ	Philemon
ᛊ	Esther	ᛊᛊ	Zephaniah	ᛊ	Hebrewes
ᛊᛉ	Job	ᛊᛉ	Haggi	ᛊᛉ	James
ᛊ	Psalms	ᛊᛊ	Zachariah	ᛊ	Peter
ᛊ	Proverbes	ᛊᛊ	Malachie	ᛊ	Jude
ᛊ	Ecclesiastes	ᛊ	Mathew	ᛊᛊ	Revelations
			Marke		

The characters for these bookes they are all of them drawne from the letters of the Alphabet and therefore little charge to memory

Chapt: XIII
of the vse of points

first for the Interrogative point vse this (?)
2ly for your parenthesis vse this point ( ))
3ly for the end of a perfect sentence vse this point (.)
4ly when you writ out any chapter at the end of every verse vse this point (...)
5ly for the phraise (and so forth) which is often vse make this point (&c)

Chap: XIIII
Of the Table of Wordes

Now having sufficiently furnished you with long and short wordes whereby you may be enabled by your owne practise to write any sermon or speech being treatably spoken, word for word, / Yet for your better augmentation and perfection of your knowledge I have here sett downe an index or Table of wordes of sort, not one of them differing from the Alphabet but each one of them very vsefull and frequent in everie sentence and for the most part without removing penn from the paper as doth plainely appeare by the ensueing Table

The Table

ite ab for		A					
ab		Abominable		Blest			Demonstrate
anc		Aboundance		Blesse			Denominate
ant		Aboundant		Both			Devill
ac		Acknowledge		Bread			Dignitie
aq		Acquite		Bretheren			Dilligent
sh		Admonish		Brother			Discribe
ad		Adultery		But			Distinguish
an		Againe		Buckler			Doctrine
al		Alreadie		C			Doth
ah		Although		Can			Duty
amr		Ambassadour		Cannot			Dwell
an		Among		Catholicke			E
n		And		Charge			
an		Anger		Church			Earth
ao		Another		Conquerer			Effect
ap		Apostle		Conclude			Egipt
ap		Approve		Congregation			Elect
ar		Author		Conscience			Epistle
a		Away		Conversation			Equitie
ak		Awake		Confidence			Establish
		B		Confound			Evangelicall
b		Babes		Confirme			Even
bb		Baptisme		Continue			Every
by		Beautifie		Consider			Evermore
bc		Because		Create			Everlasting
bg		Begin		Creature			Evill
bf		Benifitt		Covenant			Example
bd		Besides		D			Except
bc		Beseech					Excell
bx		Betwixt		Danger			Exclude
bm		Blasphome		Deepe			Exercise

Exempt
Experience
Expresse
Expect
Extreme
Extinguish
Extortioner

F

Faith
Felicity
Fellowship
First
Flesh
Folke
For
Forth
Foundation
Freind
Fruits
Frustrate
Furtherance
Furthermore

G

Gather
Gave
Generall
Generat
Generation
Give
Glory
God
Godlinesse
Godhead
Good
Gospell
Grace
Guift
Guilt

H

Habit
Hallowed
Have
He
Heaven
Heart
Help
Heretofore
Hereticke
Him
Hipocrite
His
Holy
Holyness
Holyghost
Honour
Hospitallity
How
Humble
Husband

I

Idlenesse
Idolatry
Ierusalem
Iesus
If
Ignorant
Illustrate
Impietie
Iniquitie
Integritie
Is
Israell
It
Iudge

K

Keepe
Kind
Kindnesse
Kindle
King
Kingly
Kingdome
Knowne

L

Labour
Lament
Law

The Table

	Leafe		Nevertheless		purpose
	Learne		not		put
	Lett		nothing		**Q**
	Life		Notwithstanding		qualitie
	Light		**O**		quantitie
	Live		Of		quarter
	Long		Oftentymes		question
	Lord		Oh		quiet
	Love		Omnipotent		quick
	M		Open		**R**
	Maiestie		Oppertunitie		reconcile
	Maiestrate		Order		receive
	Man		Ordinary		refresh
	Many		Ordinance		regard
	Manytymes		Originall		reioyce
	Manyfold		Otherwise		religion
	Manyfest		Over		remember
	Mediatour		Outward		remnant
	Meditate		**P**		repent
	Might		patience		resurrection
	Minister		peculiar		returne
	Most		peaple		revenge
	Mother		persecute		reveale
	Multiplie		perswade		reward
	Multitude		place		righteousness
	N		posteritie		**S**
	Name		power		sacrifice
	Necessary		priviledge		salvation
	Necessity		principall		satan
	Neglect		principle		saviour
	Neither		publique		

	Scorner		thenke	x	vs
	Scribe		thinke		
	Scripture		them		W
	Selfe		themselves		
	Selfelove		thus	v	walke
	Severall		tyme		wander
	Shall		torment		wonder
	Shepheard		toward		was
	Should		trouble	7	wise
	Similitude		truste		well
	Sin		truth	w	will
	Somtyme		turne		what
	Spectiall		V		when
	Spirit				wicked
	Stand				wisdome
	Strength		vanish		with
	Strong		verse		worke
	Succour		victory		world
	Support		understand		world
	Sword		understanding		worship
	T		voice		wrath
	tabernacle		vouchsafe		Y
	tempt		vpon		Zeale

This Table is all taken out of the Letters of the Alphabet, two or three letters stands for a word, as in the begining page you see an example, and it is very little charg to memory.

The Art of Short writing

Chap: XV

of joyning 3 or 4 words in one, and all of them according to the Alphabet of Lettors examples follow

[illegible]	as it is	[illegible]	but it is	[illegible]	it is said
[illegible]	as it were	[illegible]	for it is	[illegible]	it is christ
[illegible]	as it is said	[illegible]	for christ sake	[illegible]	lord jesus christ
[illegible]	as it was	[illegible]	it is soe	[illegible]	that it is
[illegible]	but now becaus	[illegible]	is it not.	[illegible]	that it was

Chap XVI: of the Abreviation of Sentences

To that end nothing may be left out that may be advantagious to thee in this expeditious art I have discribed vnto thee certeine infallible sentences, wherein there can be no mistake in the writing of them from any ministers mouth / The like before was never invented by any other, the characters there of being Answerable to the Alphabett of Lettors, soe that if you doe but observe in the writing of the sentences following to leave out (the) and (of) the rest you write at large as for example for (The anger of god) (write anger god) thus ([illegible]) (for the benefitts of god) write (benefitts god) thus ([illegible]) (for the blood of Christ) write (blood christ) thus ([illegible]) and soe in all the rest of them which is as you see plainly but little charge to memory yet are they shorter then any man can make markes for them as doth plainly appears by the ensuing examples

Many more of the like natuer might be added but these I judge suffitient to direct the Ingenious practicioner

	the cause of god		the office of christ
	the cause of christ		the peace of god
	the church of god		the people of god
	the glory of god		the people of christ
	the glory of christ		the power of god
	the grace of god		the raigne of christ
	the gist of god		the righteousnes of god
	the house of god		the spirit of god
	the joyes of heaven		the spirit of christ
	the kingdom of grace		the wayes of god
	the kingdom of glory		the wayes of christ
	the kingdom of god		the will of god
	the kingdom of christ		the will of christ
	the kingdom of heaven		the wisdom of christ
	the kingdom of sathan		the word of god
	the life of grace		the word of faith
	the life of faith		the worke of god
	the life of christ		the worke of grace
	the name of god		the wrath of god

Finis